

DEPUTY DIRECTOR OF GENERAL SERVICES

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult professional and administrative work assisting in directing the planning and operations of the General Services Department and various construction and maintenance programs; does related work as required. Work is performed under general supervision Supervision exercised over department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, coordinating, supervising and implementing assigned general services operations, staff and equipment usage; checking and monitoring work throughout the County; dealing with citizens complaints and personnel matters; overseeing the preparation and maintenance of appropriate records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Directs, plans and manages assigned divisions tasks and programs to ensure professional customer service.
- Directs and monitors utilities services; develops utility budgets and tracks expenditures; coordinates services from utilities companies; assures appropriate utilities conservation practices are followed; analyzes expenditures and takes corrective action.
- Directs and monitors communication services, expenditures and related budgets; oversees installation, programming, maintenance and repair of communication and related systems; develops system specifications for procurement purposes; coordinates efforts with other divisions and departments; obtains funding for projects.
- Directs and monitors the County and School personal identification number (PIN) system; develops, tracks, assigns and deletes all County and School employees and Constitutional Officers' PIN for controlling telephone long distance calling, access control to buildings, and electronic control fueling system.
- Directs, supervises, and monitors the County mail room, contract janitorial services, custodian staff, routine maintenance services, the County Inmate/Trustee Program, Airport grounds maintenance and security.
- Directs, monitors and negotiates rental/leases of buildings and grounds; plans, tracks, monitors, and oversees all income expenditures for all County rental and leased properties.
- Directs, plans, schedules, and implements offices/department relocations.
- Directs and plans the operation of the surplus, retail and redistribution center.
- Plans, prepares, and implements a comprehensive maintenance repair budget for the County and Schools; plans and prepares budget estimates for CIP and executes upon approval; writes resolutions as necessary to complete assigned tasks; prepares and administers division budgets.
- Oversees, secures and monitors all County records located in a records retention facility.
- Performs the duties of Director of General Services as assigned.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of public works administration and operations; general knowledge of modern construction, repair and maintenance methods; general knowledge of the use of construction and maintenance machinery; ability to plan, organize and supervise the work of subordinates; courtesy and tact in dealing with the general public; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public works administration or a related field and extensive supervisory experience in public works operations and maintenance.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires standing, and walking; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.